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# Notes & Quotes

2 December 1988

## NEW TO THE OFFICE OF LOGISTICS

OL extends a warm welcome to our most recent EOD's:

Name	Assigned to
<input type="text"/>	Supply Group
<input type="text"/>	Standards
<input type="text"/>	Branch/SPD/FMG
<input type="text"/>	Mail and Courier
<input type="text"/>	Branch/SD/FMG
<input type="text"/>	Executive Dining
<input type="text"/>	Room/SD/FMG

We also wish to welcome  who joined OL on 28 November. Hythia will be serving as Chief, Personnel and Training Staff, vice  who is retiring the end of December.

Welcome also Security Officer,  who recently joined OL's Security Staff.

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## OL REASSIGNMENTS

has been reassigned to the Security Evaluation Office/O-DCI.

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## FROM THE D/L'S CORNER

I would like to take this opportunity to thank those OL employees who graciously volunteered their time to serve on the 1988 Combined Federal Campaign.  as Chairperson, did an excellent job in getting the campaign off to a good start and keeping it on track. Thanks to her efforts and those of the key workers, it was

possible for OL employees to "make a difference" in the lives of those less fortunate. I would like to extend my personal thanks to the following key workers for their commitment to this worthy cause:

for ACG;  for CSG;  for both Planning Staff and ADP Staff;  who tracked the Office of the D/L, P&TS, B&FS, PMS, and SS;  P&PG;  FMG  for SG; and, last but not least,  who continued to serve for FMG at Hqs., despite the fact that, in the OL reorganization, she became part of Supply Group. Again, on behalf of the entire Office, our appreciation is extended to all of these fine people and to all OL employees who generously donated to the CFC, making OL one of the top contributing components in the Agency.

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## EXCEPTIONAL PERFORMANCE AWARDS

On 28 November 1988, the Director of Logistics presented  of the Material Support Branch (MSB), Requirements Division, SG, an Exceptional Performance Award in recognition of her continuous efforts in MSB from October 1987 through September 1988. Pat has held various positions in MSB with an increasing amount of authority and responsibility. In her role as Expeditor, she insisted on steadfast and meticulous attention to detail in every task assigned, whether assisting a customer with the research and expediting of urgently required material or taking the

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initiative to pursue and follow up on outstanding requests on the customer's behalf. Pat assisted in the training of new and transient personnel in MSG. She was commended by an overseas station for her responsive expedition of receipt of material which significantly contributed to enhancing Agency equities [redacted]

Pat retired on 30 November after ten years of diligent Agency service, all with OL. She will be sorely missed. [redacted]



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## OPERATION SANTA CLAUS

This is a reminder that Operation Santa Claus will run from 5 through 13 December. Cartons for depositing gifts (toys, books, games, clothing, and food) will be placed near all entrances to both the New and Original Headquarters Buildings and the main entrances or lobbies of the Agency's various locations. Gifts should NOT be wrapped; however, donations of wrapping paper are most welcome. Elves are needed to help sort and pack contributions—contact Santa on [redacted] to sign up. For further details on Operation Santa Claus, see Employee Bulletin 1732, dated 18 November 1988, entitled "Annual Holiday Charity Program." [redacted]

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## CHRISTMAS PARTY



Plans are well underway for OL's Christmas party, to be held on 15 December, 3:00 p.m., at [redacted] Be on the lookout for your invitation and get your money in to your component representative.

As in the past, the cost is 1/2 of 1 hour's pay. The food committee is looking for donations of homemade desserts. If you are able to contribute, please call [redacted]

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## LOCATOR CARDS

The 25 November OP *News and Views* offered a tip regarding locator cards which bears repeating to OL employees. OP advises that when you change offices, it is the *employee's* responsibility to ensure their Form 642, Central Emergency and Locator Card, is updated with the correct information. When reassigned or moving, OL employees must submit their Form 642 to OL/P&TS, who, in turn, sends it on to OP. This ensures that all necessary components—Credit Union, Payroll, Hqs. telephone operators, etc.—will know your whereabouts. Thanks for your assistance in this important matter. [redacted]

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## BUS SERVICE

OL reports that details have been finalized to replace the American Coach bus used by the Recruitment Division, Office of Personnel, with a Motor Pool Branch vehicle and driver on 2 January. This represents a significant cost savings to OL. Beltway Limo Shuttle service on the Headquarters Compound will also be discontinued and replaced by Motor Pool Branch service. Both changes will result in better customer service at a reduced cost. [redacted]

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## INITIATIVES FOR EFFICIENCY

During 1988, OL has been committed to enhancing the logistical support rendered to its Agency customers. An important aspect of this concentrated effort is the reduction of bureaucratic procedures and the streamlining of functions resident in OL. We are, unfortunately, doing a number of things today as we have done them for the past 25 years! By persisting in this mode of operation, we are not utilizing our resources as efficiently as possible, and we will be handicapped in meeting the many, varied challenges which will confront us on the horizon.

A Logistics Notice has been issued encouraging every OL employee, regardless of grade level, to submit suggestions and recommendations which will permit tasks, responsibilities or entire functions to be performed more efficiently. These submissions will be reviewed by the OL Training and Awards Panel and depending on the potential impact of the suggestion, the Panel will make recommendations for cash awards for employees ranging from \$200 to \$1,000. Further, the fact that employees have submitted suggestions will be noted in their Performance Appraisal Reports

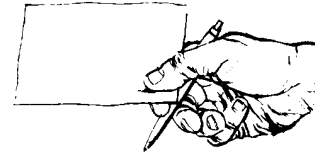
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## SECURITY PRECAUTION

We wish to remind everyone to be especially careful during this holiday season to ensure offices are secure. This is a busy time of year and we ask everyone to exercise extra precaution to prevent security violations.

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DEAR GARY



**Question**—What are the chances of OL sponsoring an office-wide art exhibit of employees' individual works?

**Answer**—Pretty good. Let's stage the exhibit in the 2nd floor lobby  beginning the week of 23 January 1989. All Office of Logistics employees are encouraged to submit their works directly to me any time before that date and they will be proudly displayed for all to see.

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## QUOTE FOR THE WEEK

*Motivation is like bathing—  
you need it everyday...*

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ONE INDIVIDUAL CAN MAKE A DIFFERENCE

The Director of Logistics extends a sincere “*well done*” to the following employees who, by their outstanding performance, have not only received acknowledgment from OL customers but have helped to enhance the “*can-do*” image of our office:

In a memorandum to the Chief, Printing and Photography Group/OL (P&PG), dated 21 November 1988, the Director of Central Intelligence expressed his personal appreciation for a job well done by employees of P&PG in producing the Key National Security Issues notebook for the President-elect and his new Administration. Judge Webster recognized that this technically complex project was completed by P&PG while adhering to their normally rigorous schedule. His memorandum noted that President-elect Bush was delighted with the product and carried it with him on his trip to Florida [redacted]

The following individuals were acknowledged in a letter of appreciation, dated 21 November 1988, from [redacted] Deputy Director, Office of Financial Management, for their outstanding support in the Fiscal Year 1988 Yearend Closing:

Name	Office	Name	Office
[redacted]			

[redacted] EA Division, expressed his appreciation in a memorandum to the D/L commending [redacted] for his dedication and commitment to EA Division’s [redacted] Programs. [redacted] noted that [redacted] is always ready to address EA Division’s needs, and he provides an invaluable service when traveling to EA stations and bases. He added that EA feels fortunate that [redacted] has been assigned to their area.

In a memorandum, dated 9 November 1988, [redacted] Chief, Industrial Security Branch/OS, expressed his appreciation to [redacted] Chief, Services Division/FMG, for the fine cooperation received from the employees of his division in support of the Industrial Security Seminar held on 2 and 3 November [redacted] specifically cited [redacted] of the EDR for preparing a buffet and cocktail hour for the seminar participants.

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## ITEM OF INTEREST

### Budget and Fiscal Staff

#### BASE RESOURCES

This Item of Interest continues our effort to remove some of the mystique from the budgetary landscape by reducing finance jargon to a more comprehensible level. Base Resources is a term often used by managers and budget officers but not fully understood by the populace at large.

Sometimes the true meaning of a word or expression is best discovered by studying its etymology. Webster's dictionary defines the word "*base*" as an adjective meaning of comparatively low value or having inferior properties. The word "*resources*" can be dissected into its prefix, suffix, and base. The prefix "*re*" means again, the suffix "*ces*" comes from the Irish meaning luck, the base word "*sour*" means something bitter. Taken all together, Base Resources could mean a renewal of low-value, bitter luck. Obviously this is said "*tongue in cheek*" to better illustrate the true meaning of base resources. Luck and a lack of true value are completely contradictory to its real nature. Base Resources are the dollars and personnel necessary to enable the Office of Logistics (OL) to fulfill its mission. These resources are meticulously planned [REDACTED]

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Esoteric expressions and concepts are generally more easily understood if put in a personal perspective. The budget for base resources is not unlike one's budget for household expenses. Each individual needs to budget funds to cover everyday costs such as housing, groceries, transportation, etc. OL must also budget for its everyday costs such as employees' salaries, space, transportation, etc. Base Resources are used by OL to cover these costs. Budgets are nothing more than a best guess, based on experience and specialized knowledge of what a program will cost in a given year. Whether a household or office budget, they are frequently disrupted by the unexpected. When an individual has a personal emergency such as a car repair, he must adjust his budget by reducing in some other area in order to pay that bill. OL must also respond to emergencies by adjusting its budget. This is referred to as reprogramming resources.

The most distinctive difference between household and office budgets is in their patterns of growth. Whereas most employees' resources tend to grow each year, the office budget for Base Resources has been declining. Fortunately this comes on the heels of several years of steady growth. Diminishing resources in future years make it imperative that office managers approach the office budget as they do their own personal budgets. We should be striving to find ways to maintain and, indeed, improve our services while using fewer resources through more efficient operations.

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